



## WELLINGTON HIGH SCHOOL – BOARD MINUTES

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Minutes of a meeting held on **Monday 11 March 2024 at 6pm**

- Present:** Wyatt Page (chair), Dominic Killalea (Principal), Richard Ngatai, Jorah Ramlan-Pointon (online), Evžen Novak, Giovanni Tiso, David Cooling, Edward Meredith, Nina Martin-Edgar, Tahaawai James-Kanara, Maaike Day, Nicky Birch, Nick Tramoundanas
- Visitors:** Prue Isaacs - International Director; Nigel Sutton - CEC Director, Aditya Malhotra (parent) (online)
- In attendance:** Alison Jeffery (Board Secretary)

The meeting opened with the karakia

The visitors were welcomed to the meeting.

*Richard MOVED: that Prue Isaacs and Nigel Sutton be granted speaking rights.*

*CARRIED  
David*

### **International Department update**

- Prue Isaacs spoke to International report - currently 46 international students at WHS with a steady stream of arrivals and departures during terms 1 and 2 with a bigger change over later in the year linked to the northern hemisphere school year.
- The department is experiencing more short term experiential enrolments, and through recruitment trips is focusing on rebuilding long-term enrolments from China, Vietnam and Thailand.
- There have been challenges in finding homestays that resulted in turning down enrolments from October 2023 onwards. The appeal to all WHS whanau in early 2024 has led to a significant change in this area.
- New marketing materials are being developed to further support overseas trips.
- Challenges - school roll. It is not currently possible to enrol students who would need the lowest two levels of English class as these classes are full. It can be a challenge to match students with the classes they want: expectations are proactively managed on marketing trips.
- In terms of planned recruitment trips in 2024: in August the first trip to Latin America since 2019 will take place focusing on Chile, Brazil, Columbia and Mexico; in October Prue will attend Education NZ Fairs in South Korea and will market the International Department in Japan and Cambodia and other SE Asian countries.

Prue was thanked for her contribution to the meeting and left the meeting at 6.20pm.

### **Community Education Centre update**

- Nigel spoke to the CEC report, reporting that 2023 was CEC's 3rd most profitable year, and the one with the lowest marketing costs.
- CEC's approach is to front load funding in 2024. They are currently on target to use around \$120-130k funding this term.
- Market saturation is an issue. Update of Te Reo courses has dropped with a shortage of kaiako and reduced learner numbers. This drop has led to the introduction of CEC's workshops e.g. on neurodiversity, for audiences of 100+.
- Mixed messages from TEC - uncertainty re: future funding and restructuring make continuity challenging.
- CLASS - the national organisation supporting adult education will itself be closed in April 2026 due to lack of membership.
- The Board congratulated Nigel for CEC's achievements over the past few years.
- It was noted that government funding for 2024, around 1/3 of CEC's overall income, is around \$400k, however the lack of clarity around the courses that will attract government funding, presents a challenge.

Nigel was thanked for his report to the Board and left the meeting at 6.44pm.

### Minutes of last meeting

*Giovanni MOVED: that the minutes of the meeting on 12 February be received as a true and accurate record of the meeting.*

*CARRIED  
Richard*

## Matters arising

Of the action points not covered elsewhere in the 11 March agenda, one remains in need of completion:

**ACTION** Nicky to follow up with Tahaawai re: Board training

## Reports

### Principal's report

- Dominic spoke to the Principal's report noting that although enrolments have increased on 2023, this may represent the start of a plateau.
- The proposal that 28 March be recognised as an extra school holiday. As there will be no Kāhui Ako super hui, Dominic outlined the options for that day for Board discussion.

*Maaike MOVED: Thursday 28 March 2024 be approved by the Board as an extra day's holiday.*

CARRIED  
Tahaawai

- Despite the pause on the campus rebuilding project, correspondence from the Minister of Education has indicated that planning for the rebuild can still continue.

Aditya Malhotra left the meeting at 7.00pm

- The Board discussed options available that would best ensure continuity of the school's rebuilding project. The aim is to seek a commitment from the government to a realistic solution for the school.
- The school's USPs were discussed as possible media angles worth pursuing, as were other options that could be explored e.g. leasing buildings from Massey. The possible lack of awareness among whānau and students were discussed.
- Currently the school is 13-15 classrooms short.

**ACTION:** The Board will respond to the Minister and will cc the CEO of the Ministry of Education.

**ACTION:** The Board to write to the VC at Massey University regarding leasing classrooms there.

- Future actions may include the Board contacting the Media.
- A project plan re: lights for the turf will be tabled at the April meeting.

**ACTION:** Evžen to forward project plan for inclusion with papers for the April meeting.

*Nick MOVED: that the Principal's report be received by the Board.*

CARRIED  
Evžen

### **Te Whānau a Taraika report**

- The next whānau hui takes place on 12 March, there will be a report for the April meeting.

### **Students report**

- The student representatives highlighted winning the Spirit Award at 9 March Waka Ama regionals.
- The girls team won the B Final at dragonboating, improving their times throughout the day. The atmosphere was positive and supportive with a Haka performed recognising the girls' team success and a champions tunnel for the mixed team.

*Nikki MOVED: that the students' report be received by the Board.*

CARRIED  
David

### **Finance reporting**

- It was noted that donations are being received at a good rate.
- The March 1 roll return showed the anticipated increase in enrolled student numbers compared to the Ministry's original calculation. The budget is based on the Ministry's original projection so funding beyond that has not been committed.

*Maaike MOVED: that the Finance report be received by the Board.*

CARRIED  
Tahaawai

## Strategic Business

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## Functional business

### **Kāhui Ako**

- Two staff have reapplied for the position of Across School Lead - Andrew Gordon and Kyle Webb. The Board was requested to endorse their applications.

*Edward MOVED: that the Board endorse the applications of Andrew Gortdfon for Kāhui Ako across school lead positions.*

**CARRIED**  
Nina

**Governance**

Schedule of delegations

- It was noted that terminology has changed - Boards now have committees rather than subcommittees. The schedule will reflect this

**ACTION:** The final version should be numeric rather than alphabetic in sequence.

**ACTION:** Under responsibilities retained by the board, point n to be removed. Against the delegations to the Principal, point l remains as it is.

*Maaike MOVED: that the Schedule of Delegations be adopted by the Board subject to the amendments listed above.*

**CARRIED**  
Tahaawai

Staggered election update

**ACTION:** Decision to be made in November 2024.

*Giovanni MOVED: that the staggered election proposal be adopted by the Board*

**CARRIED**  
Evžen

Policy Review

- The Documentation and self-review policy remains fit for purpose. Other than correcting a typo, no change is required.
- Te Tiriti o Waitangi and Board responsibility policy feedback was deferred to the next meeting.

**ACTION:** Those designated to provide feedback re: Te Tiriti o Waitangi and Board Responsibility policies to 8 April meeting.

**EOTC**

- The summary of EOTC approved since the 12 February meeting was received by the Board.
- Nepal trip was approved in principle subject to:
  - Clarification of responsibilities and whether a second staff member is on the trip
  - Police vetting checks undertaken for parent volunteers.

**ACTION:** Police vetting checks to be submitted for parents who are accompanying the trip.

**ACTION:** Clarification around responsibilities and staffing levels

*Evžen MOVED: that the Nepal trip be approved in principle subject to the action points being addressed*

**CARRIED**  
David

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
<b>Magazines, Newsletters, Promotional</b>			
26.02.2024	Ministry of Education	Education Gazette, vol 103, no 2	
<b>Letters and Addressed Mail</b>			
01	16.02.2024	Bella Das	Nepal Trip

*Nick MOVED: that the correspondence be received by the Board*

**CARRIED**  
Nina

## **AOB**

### **Volleyball**

- Concerns were raised regarding staffing/coaching expectations and access to the school gym for Friday Volleyball practices. It was noted that there has been inconsistency in these areas in recent weeks.
- Clarification regarding responsibility and the Board's liability were requested.
- It was confirmed that the Sports Coordinator had been contacted by parents regarding concerns.
- It was noted that the school aims to employ a staff member with specific responsibility for management of the gyms for 4-5 hours per evening to cover this. This would provide First Aid support and resolve the concerns expressed.

**ACTION: KLD to discuss redistribution of Sports Coordinator hours as a short term measure to allow them to be onsite at those times.**

*The meeting moved to in-committee at 8.15pm.*

*The meeting closed with a karakia at 8.28pm.*

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**Items for future agendas:** (see also the [Board's annual plan](#))

**November** - Staggered election proposal